

**CALIFORNIA BOARD OF ACCOUNTANCY  
CONTINUING EDUCATION REPORTING WORKSHEET  
(MANDATORY FOR ACTIVE LICENSE RENEWAL)**

This form is provided as a worksheet. A completed CE Report form for active renewal must be submitted with a renewal form, which a licensee will receive approximately two months prior to the license expiration date.

Licensee Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
(See "Renewal Information and Instructions" for more information regarding this form.)

1	2	3	4	5	6	7
COURSE TITLE (For clarity, please no abbreviations)	SUBJECT CODE	CLAIMED AS GOV'T CE	DATE(S) COMPLETED (Must be completed to list)	HOURS CLAIMED	NAME OF PROVIDER	METHOD OF PRESENTATION
<b>Technical CE courses including accounting &amp; auditing courses:</b> (must complete a minimum of 50% of the required CE hours in the technical subject areas)						
Board-approved PC&E course: COURSE TITLE: _____ APPROVAL NUMBER: _____	E					
<b>Subtotal of Technical CE hours:</b>					<b>including ____ hours of A&amp;A</b>	
<b>Additional technical and non-technical CE courses:</b> (a maximum of 50% of the required CE hours can be completed in non-technical subject areas)						
<b>Subtotal of additional Technical and Non-Technical CE hours:</b>						
<b>TOTAL HOURS CLAIMED:</b>						

If additional space is needed, this form may be reproduced.

**Please enter appropriate code as follows:**

**SUBJECT CODE (Column #2)**

- A** - Accounting and auditing (A&A) courses: pertain to financial statement preparation and/or reporting, auditing, reviews, compilation, industry accounting, attestation services, or assurance services. In general, the content of accounting software courses does not qualify for A&A credit.
- E** - Board-approved Professional Conduct & Ethics courses.
- F** - Fraud CE courses.
- N** - Non technical subject areas: communication skills, word processing, sales, marketing, motivational techniques, negotiation skills, office management, practice management, and personnel management.
- T** - Technical subject areas: taxation, consulting, financial planning, computer and information technology (except for word processing), and specialized industry or government practices.

**METHOD OF PRESENTATION (Column #7)**

- I** - Interactive self-study: Requires frequent participant response to questions that test for understanding of the material presented; provides evaluated feedback to incorrectly answered questions; provides reinforcement feedback to correctly answered questions.
- L** - Live presentation with instructor or discussion leader.
- N** - Noninteractive self-study: requires credit from sponsor. Courses will only be accepted if completed prior to January 1, 2005.
- P** - Author of published books/articles: Cannot exceed 25 percent of required hours.
- T** - Teaching: as an instructor or a discussion leader. For each hour of presentation, 2 hours of actual preparation time may be claimed; total teaching hours cannot exceed 50 percent of required hours.

**NOTE: Group study without a qualified discussion leader does not qualify as acceptable CE.**

**PERSONAL INFORMATION COLLECTION AND ACCESS**

The information provided in this form will be used by the California Board of Accountancy, to determine qualifications for a Certified Public Accountant/Public Accountant License Renewal. Sections 5009, 5026 through 5029, 5060, 5070 through 5079, and 5150 through 5158 of the Business and Professions Code authorize the collection of this information. Failure to provide any of the required information is grounds for rejection of the form as being incomplete.

Information provided may be transferred to the Department of Justice, a district attorney, a city attorney, or to another government agency as may be necessary to permit the Board, or the transferee agency, to perform its statutory or constitutional duties, or otherwise transferred or disclosed as provided in Civil Code Section 1798.24.

Each individual has the right to review his or her file, except as otherwise provided by the Information Practices Act. Certain information provided may be disclosed to a member of the public, upon request, under the California Public Records Act.

The Executive Officer of the California Board of Accountancy is responsible for maintaining the information in this application, and may be contacted at 2000 Evergreen Street, Suite 250, Sacramento, CA 95815, telephone number (916) 263-3680 regarding questions about this notice or access to records.